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Approved For Release 2002/06/04 : CIA-RDP76-00561R000100040126-2

DD/M&S 74-1692

14 MAY 1974

MEMORANDUM FOR: Director of Personnel

Fred:

1. The purpose of this note is to pass on information concerning personnel cuts in FY-75. A few words describing the general situation are first in order. On 9 May the Director approved the FY-75 staff personnel level. Action is now underway based on the specifics of the positions elimination for FY-75 recommended to the Director by the ADD Working Group. It is not, however, until 30 June 1975 that we must arrive at the level reduced from the FY-74 authorizations. While this, admittedly, will be less than the most neat and tidy manner of accounting for on-duty people, any other approach would have forced the Agency into an immediate surplus personnel exercise.

2. Selection of the staff positions recommended for deletion in FY-75 came about through the following methodology. We first thoroughly acquainted ourselves with the 'mini-resource packages' produced by the Offices for the ADD Working Group. There then was added two judgmental factors. The first was a realization in this day of personnel austerity certain niceties of service, as opposed to essential responsibilities, should be identified. Secondly, other judgments were made based on a general level of knowledge or understanding, a realization that either the standard contract or the independent contractor route could be utilized, or, lastly, a determination that a conventional "belt tightening" approach could be utilized.

3. In only a relatively few cases throughout the Directorate are the recommended position deletions such that substitutions, recommended by you, cannot be considered. Such cases, if any are present for your Office, are noted below. In all other cases we ask that you do the following. Review those recommendations listed and if, in your opinion, you would like to suggest alternatives, please feel free to do so. While the recommended deletions as listed in this paper are basically those that will be carried in the FY-75 Agency budget being submitted to OMB, this does not preclude us from taking action, based on your recommended substitutes, to effect such changes after 1 July. You will note that in most cases grades have not been associated with position reduction. To have done so would have over-complicated what was already a very complex undertaking. Accordingly, you may well wish to consider the average grade factor if you choose to make other substitute recommendations.

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4. The following positions were listed for reduction, and there are none which cannot be replaced at your option:

- a. Personnel Statistics - 1
- b. Support to the Reserve Program - 2
- c. Office - 1
- d. Pre-retirement Counseling - 1
- e. Selection and Placement - 1
- f. Management - 1
- g. *External Employment Assistant - 1 (added 5/15/74)*

John F. Blake
Associate Deputy Director
for
Management and Services

ADD/M&S:JFB/ms (14 May 74)

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